

CONTRIBUTION PROCEDURES

9023

(No. 6, Dec. 1992)

Contributions of up to \$5,000 may be accepted without special approval. Donations over \$5,000 must be approved in advance by submitting a written request to the director of CDF.

- Each donor must complete the contributor's record in the Coins for Conservation pamphlet, or submit the necessary information with their donation if the pamphlet is not available.
- Checks or money orders are the preferred means of deposit. (Note: cash should not be accepted if at all possible.) The contribution, contributor's record, and a transmittal letter are to be forwarded through region office to the statewide VIP coordinator in Sacramento Headquarters, Fire Prevention Section. Checks or money orders must be made payable to "California Department of Forestry and Fire Protection--Coins for Conservation."
- The statewide VIP coordinator will transmit the contribution and attachments to the Report of Collections' representative in the Department Accounting Office (DAO).

It is the responsibility of each unit to record and track contributions that are specified for use in that unit. Each unit will have a separate subsidiary account set up for that unit.

If a designation is not made on the contributor's record or the incoming correspondence, the funds will be automatically deposited in the Sacramento Headquarters subsidiary account.

FORMS AND/OR FORMS SAMPLES: RETURN TO CDF LIBRARY HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)